

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	UNDER SHERIFF
CLASS CODE:	1400
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	Amended 3/31/2009 (replaced 2/09/2009 version)
DEPARTMENT:	SHERIFF

JOB SUMMARY

Under general guidance and direction of the Sheriff, performs principal administrative, supervisory, and sworn law enforcement work in overseeing and directing the operations and personnel of all divisions and bureaus of the Sheriff's Office including Enforcement, Corrections and Administration . The incumbent in this classification is appointed by the elected County Sheriff and would take over and discharge the statutory duties of the elected County Sheriff in the event of his or her absence or disability.

ESSENTIAL FUNCTIONS

Directs operational and administrative activities in the Sheriff's Office; supervises enforcement operations, corrections, and administrative divisions of the department; provides general oversight for day-to-day operations; ensures compliance with organizational policies and relevant federal, state, and local laws, rules, regulations, codes, and /or statutes.

Preserves the peace by enforcing federal, state, and local laws; makes lawful arrests for criminal activities; performs field work and participates in major criminal investigations as needed including employing investigative techniques to locate fugitives and executing search and arrest warrants.

Directs management personnel including scheduling, assigning, and directing work; conducts interviews and hires and orients new employees; oversees or conducts training; evaluates performance and conducts performance appraisals; ensures quality of work; provides coaching and administers discipline according to County Rules and Regulations as needed; addresses complaints and resolves problems.

Develops, implements, interprets, and enforces policies and procedures related to law enforcement services in Utah County; reviews and makes recommendations impacting the activities of the Sheriff's Office; conducts research and prepares reports concerning management issues and other administrative functions; researches changing trends and procedures in law enforcement.

Manages and participates in the development and administration of the annual capital, operating, and departmental budget; forecasts additional funds needed for staffing, equipment, and supplies; monitors the budget to ensure compliance with approved budget levels.

Prepares and writes grants to secure funding for law enforcement programs; monitors funds and conditions of awarded grants to ensure compliance is maintained and funding continues; submits reports and other documentation as required.

Develops and implements short and long-range plans, goals, and objectives for the department; assigns projects and areas of responsibility; meets with staff to review policies and procedures and/or resolve issues.

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Plans and directs development and implementation of programs related to law enforcement activities including the prevention and investigation of crimes, protection of life and property, care and custody of prisoners, communications, and related activities. Coordinates services, programs, and activities with federal, state, and local enforcement agencies.

Responds to and resolves difficult inquiries and complaints with the press, general public, and members of other agencies; receives and investigates inquiries and complaints concerning officers and other employees; oversees or conducts internal or special investigations.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Coordinates the contracting of law enforcement services to other cities.

Gathers budget requests from Chief Deputies to prepare annual budget proposals.

Supervises remodeling projects or construction of new facilities.

Develops inventory forms and maintains records for vehicles, radios, firearms, and key assignments.

Coordinates the collection and distribution of technical data.

KNOWLEDGE, SKILLS, AND ABILITIES (RECOMMENDED)

Considerable Knowledge of: Utah County Rules and Regulations; Sheriff's Office Policy and Procedures; county, state, and federal codes and laws pertaining to law enforcement; standard practices and operating procedures of law enforcement activities and programs including corrections and jail administration, and search and rescue investigations; management operations and supervisory techniques.

Skill in: Reading, writing, business math and bookkeeping; developing and monitoring budgets; word processing, creating spreadsheets, basic computer programs, and document composition; operating and maintaining a variety of law enforcement equipment including firearms.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities; communicate effectively verbally and in writing; coordinate multiple tasks efficiently; effectively supervise others including motivating, coaching, evaluating performance, and administering discipline; make public presentations; remain calm and professional in emotionally charged situations and make appropriate decisions rapidly in an emergency.

PHYSICAL DEMANDS

Regularly: Sits at a desk or table; walks, stands, or stoops; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts or otherwise moves objects weighing up to 50 pounds; restrains potentially dangerous individuals weighing 200 pounds or more; runs, climbs, and/or crouches; communicates via radios; needs to distinguish between shades of color.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is generally performed in an office or other environmentally controlled room, but is occasionally performed for sustained periods outdoors including in hot, cold, or inclement weather. Work occasionally requires the use of protective devices such as personal body armor, firearms, masks, goggles, and/or gloves. Work occasionally exposes the incumbent to contagious or infectious diseases, bodily fluids, and/or

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hazardous chemicals. Work occasionally exposes the incumbent to potentially hostile situations and to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE (RECOMMENDED)

Equivalent to a Bachelor Degree in police science, criminal justice, business management, or a closely related field and eight (8) years of experience performing law enforcement activities in the capacity of a certified Law Enforcement Officer and/or certified Corrections Officer. Work experience must include a minimum of one (1) year at an executive level equivalent to a Utah County Lieutenant that included policy and budget implementation and other administrative responsibilities.

Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Upon appointment to this classification, incumbent must possess, and thereafter maintain, a valid State of Utah driver's license and Law Enforcement Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency).

Incumbent must also possess Corrections Officer certification through P.O.S.T. (The Utah State Peace Officer Standards and Training Certification Agency) upon appointment or obtain, and thereafter maintain, Correctional Facility Manager certification during the first six months in this classification by completing a correctional facility management course approved by the POST Council.

Incumbent may be required to attend and successfully complete county-offered Emergency Vehicle Operation training annually.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.